

North Carolina Department of Revenue  
P. O. Box 25000  
Raleigh, NC 27640  
(877) 252-3052 toll-free

## Form NC-5Q File Layout Specifications

### Purpose of Document

The purpose of this document is to provide the file format instructions and guidance for the electronic filing of Form NC-5Q.

### What's New

- Beginning with the 1<sup>st</sup> quarter March 31, 2020 and all subsequent quarters, taxpayers will be able to file form NC-5Q, North Carolina Quarterly Income Tax Withholding Return electronically using the eNC5Q application.
- The application only supports the filing of an original NC-5Q return. If the return has an underpayment, use form NC-5PX to mail in your payment unless you are required to pay by Electronic Funds Transfer (EFT).

### File Format Requirements

- **File Format** – The eNC5Q application will only accept text (.txt) files; no other file format extensions will be accepted. Some examples of unacceptable formats include PDF's, MS Word and MS Excel.
- **Testing File Formats** – Prior to submitting your file, the eNC5Q application will allow you to test your file layout and confirm if it's formatted correctly. This will ensure your file will be uploaded successfully without generating an error. Step by step instructions to test file formats can be found on our website at <https://www.ncdor.gov/enc5q-step-step-guides>.
- **Naming Convention for Uploaded Files** - In the root directory, the file name should be "NC5QRETURN.txt." For each NC-5Q file that will be uploaded, the file name must be unique. If the NC-5Q file requires multiple uploads within the same submission, name your files NC5QRETURN\_01.txt, NC5QRETURN\_02.txt, etc. This naming convention is a suggested format, however, if your system requires a different format which includes the date and time of the file, please ensure that the each file name includes the form type in the filename (i.e., NC5Q100120181259.txt).

### Reminders

- State Withholding Account Number MUST be numeric; APPLIEDFOR is not a valid entry. Please reference the Registration for Withholding Account [FAQ](#) for information on how to obtain a withholding account number (if applicable).
- The eNC5Q application will allow the filing of form NC-5Q beginning with the 1st quarter March 2019. All prior year NC-5Q's must be submitted via paper.
- This application does not support the filing of payments for form NC-5Q at this time.
- Please visit the Department's website at <https://www.ncdor.gov/enc5q> for more information.

## File Layout Specifications

Location	Field Description	Length	Specification	Required/Optional
1-4	Type of Return	4	“NC5Q”	R
5-10	Date Quarter Ended	6	MMDDYY; Must be a valid date for processing	R
11-19	NC Withholding Account Number	9	Numeric. Must be valid active account ID; “APPLIEDFOR” is not a valid entry for this field.	R
20-28	FEIN/SSN	9	Numeric. Cannot be all zeroes or all 9’s	R
29	FEIN/SSN Indicator	1	Alpha; “F” for FEIN or “S” for SSN	R
30-99	Legal Name	70	Alphanumeric, special characters allowed	R
100-139	Street Address line 1	40	Alphanumeric	R
140-159	Street Address line 2	20	Alphanumeric	O
160-199	City	40	Alpha	R
200-201	State	2	Postal Abbreviation can be blank	R
202-203	Province Code	2	Required if Foreign Country Code is “CA” (Canada). If the foreign country is other than Canada, enter blanks or enter two-alpha characters for the province.	
204-205	Country Code	2	Required if Address is Foreign. Enter the two-alpha characters for the country code.	
206-214	Postal or Zip Code	9	Alphanumeric. Zip code + 4 for US Address. For foreign addresses enter the foreign postal code. Should be left justified and blank filled.	R
215-225	Total Tax Required to be Withheld	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use ‘00’ as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
226-236	Total Payments to North Carolina for Quarter	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use ‘00’ as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
237-247	North Carolina Quarterly Underpayment Amount	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use ‘00’ as cents. Right justify amount and zero fill to the left.	R

			Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
248-258	North Carolina Quarterly Overpayment Amount	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
259-269	1st Month of Quarter, Day 1	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
270-280	1st Month of Quarter, Day 2	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
281-291	1st Month of Quarter, Day 3	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
292-302	1st Month of Quarter, Day 4	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
303-313	1st Month of Quarter, Day 5	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
314-324	1st Month of Quarter, Day 6	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R

325-335	1st Month of Quarter, Day 7	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
336-346	1st Month of Quarter, Day 8	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
347-357	1st Month of Quarter, Day 9	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
358-368	1st Month of Quarter, Day 10	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
369-379	1st Month of Quarter, Day 11	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
380-390	1st Month of Quarter, Day 12	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
391-401	1st Month of Quarter, Day 13	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
402-412	1st Month of Quarter, Day 14	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right	R

			justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
413-423	1st Month of Quarter, Day 15	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
424-434	1st Month of Quarter, Day 16	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
435-445	1st Month of Quarter, Day 17	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
446-456	1st Month of Quarter, Day 18	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
457-467	1st Month of Quarter, Day 19	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
468-478	1st Month of Quarter, Day 20	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R

479-489	1st Month of Quarter, Day 21	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
490-500	1st Month of Quarter, Day 22	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
501-511	1st Month of Quarter, Day 23	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
512-522	1st Month of Quarter, Day 24	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
523-533	1st Month of Quarter, Day 25	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
534-544	1st Month of Quarter, Day 26	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
545-555	1st Month of Quarter, Day 27	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
556-566	1st Month of Quarter, Day 28	11	Dollars and cents, decimal implied. Round to a whole dollar	R

			amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
567-577	1st Month of Quarter, Day 29	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
578-588	1st Month of Quarter, Day 30	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
589-599	1st Month of Quarter, Day 31	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
600-610	Total tax required to be withheld for 1st month of quarter	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
611-621	2nd Month of Quarter, Day 1	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
622-632	2nd Month of Quarter, Day 2	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
633-643	2nd Month of Quarter, Day 3	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left.	R

			Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
644-654	2nd Month of Quarter, Day 4	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
655-665	2nd Month of Quarter, Day 5	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
666-676	2nd Month of Quarter, Day 6	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
677-687	2nd Month of Quarter, Day 7	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
688-698	2nd Month of Quarter, Day 8	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
699-709	2nd Month of Quarter, Day 9	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
710-720	2nd Month of Quarter, Day 10	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R



721-731	2nd Month of Quarter, Day 11	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
732-742	2nd Month of Quarter, Day 12	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
743-753	2nd Month of Quarter, Day 13	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
754-764	2nd Month of Quarter, Day 14	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
765-775	2nd Month of Quarter, Day 15	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
776-786	2nd Month of Quarter, Day 16	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
787-797	2nd Month of Quarter, Day 17	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
798-808	2nd Month of Quarter, Day 18	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right	R

			justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
809-819	2nd Month of Quarter, Day 19	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
820-830	2nd Month of Quarter, Day 20	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
831-841	2nd Month of Quarter, Day 21	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
842-852	2nd Month of Quarter, Day 22	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
853-863	2nd Month of Quarter, Day 23	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
864-874	2nd Month of Quarter, Day 24	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
875-885	2nd Month of Quarter, Day 25	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left.	R

			Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
886-896	2nd Month of Quarter, Day 26	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
897-907	2nd Month of Quarter, Day 27	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
908-918	2nd Month of Quarter, Day 28	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
919-929	2nd Month of Quarter, Day 29	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
930-940	2nd Month of Quarter, Day 30	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
941-951	2nd Month of Quarter, Day 31	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
952-962	Total tax required to be withheld for 2nd month of quarter	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R

963-973	3rd Month of Quarter, Day 1	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
974-984	3rd Month of Quarter, Day 2	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
985-995	3rd Month of Quarter, Day 3	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
996-1006	3rd Month of Quarter, Day 4	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1007-1017	3rd Month of Quarter, Day 5	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1018-1028	3rd Month of Quarter, Day 6	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1029-1039	3rd Month of Quarter, Day 7	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1040-1050	3rd Month of Quarter, Day 8	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right	R

			justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
1051-1061	3rd Month of Quarter, Day 9	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1062-1072	3rd Month of Quarter, Day 10	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1073-1083	3rd Month of Quarter, Day 11	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1084-1094	3rd Month of Quarter, Day 12	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1095-1105	3rd Month of Quarter, Day 13	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1106-1116	3rd Month of Quarter, Day 14	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1117-1127	3rd Month of Quarter, Day 15	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left.	R

			Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
1128-1138	3rd Month of Quarter, Day 16	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1139-1149	3rd Month of Quarter, Day 17	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1150-1160	3rd Month of Quarter, Day 18	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1161-1171	3rd Month of Quarter, Day 19	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1172-1182	3rd Month of Quarter, Day 20	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1183-1193	3rd Month of Quarter, Day 21	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1194-1204	3rd Month of Quarter, Day 22	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R

1205-1215	3rd Month of Quarter, Day 23	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1216-1226	3rd Month of Quarter, Day 24	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1227-1237	3rd Month of Quarter, Day 25	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1238-1248	3rd Month of Quarter, Day 26	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1249-1259	3rd Month of Quarter, Day 27	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1260-1270	3rd Month of Quarter, Day 28	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1271-1281	3rd Month of Quarter, Day 29	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1282-1292	3rd Month of Quarter, Day 30	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right	R

			justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	
1293-1303	3rd Month of Quarter, Day 31	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1304-1314	Total tax required to be withheld for 3rd month of quarter	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1315-1325	Total Tax for Quarter	11	Dollars and cents, decimal implied. Round to a whole dollar amount and use '00' as cents. Right justify amount and zero fill to the left. Examples: Report \$123.50 as 00000012400. Report \$10,001.49 as 00001000100	R
1326-1370	Blank	45	Fill with blanks	R

End of File Record				
Location	Field Description	Length	Specification	Required/Optional
1-3	End of File Record	3	"EOF"	R
4-12	Number of NC-5Q Returns	9	Numeric	R
13-30	File Creation Date/Time	18	Current system date: yyyy-dd-mm, current system time: hh:mm:ss (military time 1 - 24), no spaces. Ex. yyyy-dd-mmhh:mm:ss	R
31-1370	Blank	1340	Fill with blanks	R

**Record Length must be 1370**

1. **Alphanumeric fields should be left justified and blank filled.**
2. **Amounts fields are right justified and zero filled.**
3. **The filing deadline for the NC-5Q -** Form NC-5Q must be filed each quarter on or before the last day of the month following the close of the quarter.